



## DIVISION OVERVIEW

The purpose of the Administrative Division is to monitor public works trends, evaluate and implement effective technology, continually improve processes, provide exceptional customer service to the Gahanna taxpayers, and unwavering administrative support to all divisions of the Department of Public Service.

Specific tasks include, but are not limited to: Staffing and managing City Hall front desk and mailroom operations; ordering office supplies for City Hall departments; budgeting; processing purchase orders; managing all Divisions within the Service Department umbrella; administrative duties for the refuse and utilities billing division; creating work orders for all citizen requests; disposing of City-owned surplus via public auction; scheduling and attending meetings; managing Service Department resource databases; creating Service Department council reports, and overseeing contract bidding. An important aspect of the Administrative Division is procurement, which is the acquisition of goods or services at the best possible cost to fit the need. The following is a list of 2013 new and renewed contracts and leases:

### Agreements

Cell Phone Service – *AT&T Cell Phone*  
 Techcenter Dr and Buckles Ct Transformer - *AEP*  
 Solid Waste Consortium - *Rumpke*  
 Online Bill Pay - *Official Payments*  
 Public Health – *Franklin County Public Health*  
 Illicit Discharge Detection Elimination Compliance – *FSWCD*  
 NPDES Compliance – *FSWCD*

TIZ Fiber Extension, Phase II ST 973 - *Stillion Brothers Excavating, Inc*  
 Triangle East Sanitary Sewer, Phase I SA 871 - *Dirt Dawg Excavating, LLC*  
 Uniforms and Floor Mats - *Cintas*  
 Vending Contract - *Himes Vending*

Water Model Update – *WE Stilson*  
 Taylor Road Booster Station and Water Main Extension – *ms Consultants*

### Grant Award

Sycamore Run Stream Restoration ST 981 - *319 Grant - \$202,917*

### Joint Project Agreement

Safe Routes to School, Phase I - *ODOT*

### Public Hearing

Dust Control – *Suburban Steel*

### Shared Services Agreement

Regional Partnership – *Multiple Municipalities*  
 Utility/Fuel Invoice Audit - *URC Energy*  
 Water System Testing Contract - *City of Columbus*

### Code Modifications

135 Department of Public Service and Engineering  
 907 Driveway Approaches  
 921 Sanitary Sewer Connection and Rental Rates  
 929 Water Connections and Rates  
 929.12 Water Rates

### Contract Awards

2013 Street Program – *Chemcote, Inc*  
 Bucket Truck Replacement - *Utility Truck Equipment, Inc*  
 CCTV and Sanitary Sewer Cleaning Project - *Bricco Plumbing and HVAC, Inc*  
 Farmwood Place Street Infiltration Pilot Project ST 982 - *Decker Construction*  
 Street Light Maintenance - *Jess Howard Electric*

### Contract Renewal

Electric Generation - *AEP Energy*

### Cooperative Agreements

Stygler Road Reconstruction - *City of Columbus*  
 Hamilton Road Central – *Franklin County*

### Engineering Contracts

Hamilton Road over I-270 Bridge Entry Feature - *OHM Advisors*  
 Hamilton Road over I-270 Bridge - *American Structurepoint*  
 Safe Routes to School Phase II ST 1002 - *OHM Advisors*  
 Morrison/Claycraft Trail ST 998 – *Watcon Consultants*  
 Sycamore Run Stream Restoration ST 981 – *EMH&T*  
 Souder Ditch Stream Restoration – *OHM*  
 Farmwood Place Bioswale Pilot Project ST 982 – *URS*

